



Regulatory Licensing and Permitting System (RLPS) Server Training Roster View

RLPS Server Training Roster View: Presentation Content

- Citizen Access Server Training Roster View
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Roster View
 - Assumes user is logged into their RLPS account and has already received their Server Training Trainer Certificate under an approved Training Program and created a Training Schedule entry

RLPS Server Training Roster View

- Click the “My Records” tab.

Logged in as: John Doe Collections (0) Account Management Logout

Search...

Home Licenses

Dashboard My Records My Account Advanced Search ▾

Hello, John Doe

My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

RLPS Server Training Roster View

- Click the RLPS ID of the Training Schedule record.

Home Licenses

Create an Application Search Existing

My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

View record detail by clicking on the RLPS ID of the record.
Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.
Incomplete records may be resumed by clicking the "Resume Application" link next to the record.
Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 1-10 of 29 | Add to collection

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	Short Notes
<input type="checkbox"/>	Amendment	EDUSTT-1800006	Server Training Trainer Certificate	01/19/2019	Active	
<input type="checkbox"/>		18S-EDU-SCH-000012	Training Schedule		Submitted	
<input type="checkbox"/>		18A-EDU-STT-000011	Server Training Trainer Application		Issued	

< Prev 1 2 3 Next >

Click the
Training
Schedule

RLPS Server Training Roster View

- Click the Report dropdown arrow followed by “Class Schedule Report”.

The screenshot shows the RLPS Server Training Roster View interface. At the top, there is a navigation bar with 'Logged in as:', 'Collections (0)', 'Reports (5)', 'Account Management', and 'Logout'. Below this is a search bar containing '18S-EDU-SCH-000015' and a green search icon. The main content area has a 'Home' link and a 'Licenses' tab. Under 'Licenses', there are links for 'Create an Application' and 'Search Existing'. The record 'Record 18S-EDU-SCH-000012:' is displayed with a status of 'Submitted' and a 'Training Schedule' section. Below this is a table with columns 'Record Info', 'Payments', and 'Education'. The 'Business Address' and 'Record Details' sections are highlighted in red. At the bottom, there is a 'Licensed Professional' section with the provider 'EDUSTT-1800006' and a 'More Details' link. A red arrow points from the 'Reports (5)' dropdown to a callout box. Another red arrow points from the 'Class Schedule Report' option in the callout box to a final callout box.

Logged in as: Collections (0) Reports (5) Account Management Logout

18S-EDU-SCH-000015

Home Licenses

Create an Application Search Existing

Record 18S-EDU-SCH-000012: Add to collection

Training Schedule

Record Status: Submitted

Record Info Payments Education

Business Address

Record Details

Licensed Professional:
Provider EDUSTT-1800006

More Details

Reports (5):
Certified Managers
Citation
Class Results Upload
Class Schedule Report
Consent Order

Click the Class
Schedule Report
option.

RLPS Server Training Roster View

- A report will be displayed showing the RLPS ID of individuals (i.e Students) who are currently registered for your class.
- Use this report to track class enrollment and to contact students if necessary.

Alcohol Awareness Training

Provider: **TIMMY SLICET1800006 (EDUSTT-1800006)**

Class Dates: 02/04/2018 - 02/04/2018

Class Time: 10:00AM - 2:00PM

Attendees

ID #	Registered Record	Name	Phone Number
14	18A-KPER-SER-000026	Helen Cox	(555)555-5555
15	18A-CPER-SER-000030	Kathy ware	(555)555-5555
15	18A-CPER-SER-000030	Kathy ware	(555)555-5555
32	17A-CPER-SER-000002	John Sweet Doe	(213)963-4718
32	17A-CPER-SER-000002	John Sweet Doe	(213)963-4718



Thank You